

TOWN OF EAST HARTFORD

(860) 291-7207

OFFICE OF
THE TOWN COUNCIL

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

January 2, 2024

TO: Harry Amadasun and Tom Rup

FROM: Awet Tsegai, Chair

RE: Tuesday, January 2, 2024 7:00 pm CCC 111/Microsoft Teams

This meeting is accessible through "Microsoft Teams" 1 929-235-8441

Conference ID: 951 139 299# **or** [Click here to join the meeting](#)

AGENDA

1. CALL TO ORDER
2. APPROVAL OF MINUTES
 - A. December 6, 2023
3. OPPORTUNITY FOR RESIDENTS TO SPEAK
4. OLD BUSINESS
5. NEW BUSINESS
 - A. Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Accounting Assistant
 - B. Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Payroll Coordinator
6. ADJOURNMENT
 - C: Town Council
Mayor Connor Martin
Tyron Harris, Human Resources Director
Melissa McCaw, Chief Administrative Officer and Finance Director

CCC 111/MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

December 6, 2023

PRESENT Awet Tsegai, Chair, Councilors Harry Amadasun Jr. and Tom Rup

ALSO Tyron Harris, Human Resources Director

PRESENT

CALL TO ORDER

Chair Tsegai called the meeting to order at 6:38 pm

APPROVAL OF MINUTES

November 1, 2023

MOTION By Tom Rup
seconded by Harry Amadasun

to **approve** the minutes of the November 1, 2023 Personnel & Pensions Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Proposed Revision to Job Description and Pay Grade for Position of Project Manager – Sustainability in Department of Public Works

Director Harris stated that this is a position that had been vacated due to the retirement of Tom Baptist, who served the Town for many years. As the Town has evaluated the job description and recruited for candidates, the Administration recognized that to hire someone suitable and remain in the current market for the qualifications required, an increase in paygrade would be merited. The Director shared that additional duties have also been added into the job description, including budget management, bid requests for proposals and filings and responses with OSHA.

The Committee discussed whether the Town has the funds within the budget to afford a pay increase for the position and deemed the increase in pay is necessary. Currently the position is listed as a Grade 13 in the CSEA Union, with a range of \$74,069-90,034 for

2023-24. The recommendation is to increase the position to a Grade 15, with a range from \$87,070-\$105,826.

MOTION By Tom Rup
Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision to Job Description and Pay Grade for the Position of Project Manager – Sustainability in Department of Public Works, dated November 9, 2023, as provided by the Department of Human Resources per the subcommittee’s discussion.

Motion carried 3/0

Proposed Revision to Job Description for Position of Youth Outreach Coordinator in Department of Health and Human Services, Crisis Intervention

The Director stated that as this position has recently been vacated, after a review of the job description it was decided that a number of knowledge requirements listed were not deemed necessary. Education and Experience requirements were updated and made more specific, with additional focus placed on direct relationships with constituents and facilitation and involvement with organizations such as the Juvenile Review Board and the Youth Task Force.

MOTION By Harry Amadasun
Seconded by Tom Rup

to **recommend** the Town Council accept the Proposed Revision to Job Description for the Position of Youth Outreach Coordinator in the Department of Health and Human Services, Crisis Intervention dated October 24, 2023, as provided by the Department of Human Resources per the subcommittee’s discussion.

Motion carried 3/0

Proposed Revision to Job Description and Pay Grade and Change in Title for the Position of Administrative Aide in the Fire Department

As this job description was reviewed by the Administration, the Director recommends that the title be changed to a more appropriate “Executive Administrative Coordinator” to better reflect the current duties of the role. This position provides information and assistance to the public regarding policies and procedures, handles fiscal management of department expenditures, payroll, as well as budget preparation. Upon review of other municipalities, it was determined that a pay grade increase would be necessary to remain competitive in the current job market.

MOTION By Tom Rup
Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision to Job Description and Pay Grade and Change in Title for the Position of Administrative Aide to the title of Executive Administrative Coordinator in

the Fire Department dated December 1, 2023, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Adjournment

MOTION By Tom Rup
Seconded by Harry Amadasun

to **adjourn** (6:57 pm)

Motion carried 3/0

C: Town Council
Mayor Martin
Tyron Harris, Human Resources Director
Alex Trujillo, Director of Public Works
Laurence Burnsed, Director of Health and Human Services
Kevin Munson, Fire Chief



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 8, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: REFERRAL: Personnel and Pensions Subcommittee

Please see the attached proposed revisions to the job descriptions and recommendation of paygrade and title changes to the following positions as prepared by HR Director Tyron Harris

Accounting Assistant, Finance with the new title of Accountant
Payroll Coordinator with the new title of Payroll Manager

Please place this item on the Town Council agenda for the December 12, 2023, meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director
M. McCaw, Finance Director

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

November 30, 2023

The Hon. Mayor Connor Martin
740 Main Street
East Hartford, CT 06108

Re: Accounting Assistant, Finance

Dear Mr. Martin:

Please see the attached job description for the Accounting Assistant, Finance with a new title of Accountant.

Our Chief Administrator Officer, Deputy Finance Director and myself have reviewed the job description and salary band from surrounding towns and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

GENERAL DESCRIPTION

This position is responsible for recording the receipt of all income (checks, cash, credit card payments, grants, wires and other electronic deposits) in the Town's General Ledger. This position is critical in ensuring the completeness and accuracy of the transactions that occur in the Town's numerous bank accounts, investment statements and other accounts in order to produce an accurate financial position and year end comprehensive financial statements. The position also requires complete knowledge of Accounts Payable duties. This position also has the responsibility for making difficult cash management, accounts payable/receivable technical decisions, including monitoring cash balances and notifying management when transfers are required to meet liabilities, such as payroll and accounts payable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare purchase order maintenance entries. Prepare budget amendments and maintenance as needed.
- Record Board of Education accounts payable and payroll journal entries. May record BOE cashbook credits.
- Review and process the monthly journal entry for the Town's Credit Card transactions in coordination with the Purchasing Officer for the Town.
- Deposits Board of Education State and Federal checks on an as-needed basis and record any necessary journal entries.
- Prepares journal entries to ensure transactions on the Town's Bank Account are accounted for in the Town's General Ledger.
- Reviews the balance sheets on a monthly basis to ensure all accounting adjustments are completed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the balance sheet and the associated accounting and the normal balance of debits and credits.
- Considerable knowledge of the accounting equation (assets, liabilities and fund balance) and understanding in the interpretation and intuition of and impact of journal entries.

- Demonstrates independent professional and accurate judgement in the administration of accounting entries and functions.
- Considerable knowledge of the interfund matrix and relationship of the Town's funds and the associated accounting necessary to properly record transactions. Requires logical reasoning to ensure appropriate follow-up and maintenance of each fund's respective balance sheet.

Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of his/her current classification, and (b) the change in his/her duties are so substantial that the position in question is of a different classification than his/her current classification. Therefore, I recommend that this position is referred to Town Council for consideration of a pay grade change and title change.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

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TOWN OF EAST HARTFORD

TITLE: Accountant

GRADE: ~~8~~-12

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DEPARTMENT: Finance

DATE: 12/1/2023

GENERAL DESCRIPTION

Performs responsible and accurate accounting clerical and bookkeeping work involving the maintenance of department accounts including cash management and investment.

Work involves responsibility for preparing standard journal entries for accounting functions. Duties include verifying calculations, confirming purchase orders and invoices, ~~and~~ reconciling accounts receivable to the general ledger, and preparing and inputting this data into a computerized financial management system. This position is responsible for recording the receipt of all income (checks, cash, credit card payments, grants, wires and other electronic deposits) in the Town's General Ledger. This position is critical in ensuring the completeness and accuracy of the transactions that occur in the Town's numerous bank accounts, investment statements and other accounts in order to produce an accurate financial position and year end comprehensive financial statements. The position also requires complete knowledge of Accounts Payable duties. This position also has the responsibility for making difficult cash management, accounts payable/receivable technical decisions, including monitoring cash balances and notifying management when transfers are required to meet liabilities, such as payroll and accounts payable. The work requires that the employee have considerable knowledge, skill, and ability in accounting, accounts payable and accounts/ receivable functions. This position processes all invoice payment batches for accounts payable and reviews back-up for thorough documentation and signatory authority. This position is responsible for printing of the Town's accounts payable checks and requires trust and integrity in protecting the assets of the Town. This position also monitors the internal control structure of selected government functions including, but not limited to, the parking ticket collection system. The position requires comprehensive knowledge of payroll functionality and serves as a backup to the Payroll Administrator. The position also requires complete knowledge of Accounts Payable duties. This position is responsible for adjustments to Purchase Orders and identifies any requests for Purchase Order adjustments that may be out of compliance with the Town's Purchasing Ordinances and policies. This position is responsible for recording the Board of Education. This position supports the Town's Bank Reconciliation process by monitoring transactions and ensure timely recording consistent with GASB best practices.

SUPERVISION RECEIVED

Works under the general supervision of the Assistant Finance Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide full charge bookkeeping and accounting functions.
- Maintain accounting for ~~operating units~~all Town Funds: Prepares standard journal entries for general accounting functions including but not limited to cash, grant, checks and other electronic receipts, ~~cash check or other electronic~~ disbursements, and investments. Prepares daily deposits, tax collection receipts, follow-up and redeposit of NSF checks.
- Prepare purchase order maintenance entries. Prepare budget amendments and maintenance as needed.
- Record Board of Education accounts payable and payroll journal entries. May record BOE cashbook credits.

- Prepares monthly bank account reconciliations or depository information for at least four Town accounts in several banks. Reconcile Town Ledgers and Sub-ledgers including Board of Education Payroll and Accounts Payable.
- Maintain and reconcile investment, [flexible spending](#), [insurances](#) and retirement accounts.
- Record the daily financial transactions including interest, deposits, and withdrawals for [over](#) 15 different bank accounts- and investment and retirement accounts.
- Assist with payroll processing, payroll tax reporting, payroll audits and analytics, and other payroll duties. [Perform payroll processing in the absence of the Payroll Administrator.](#)
- Using available accounting software, calculating, posting, and verifying transactions in processing financial data. Resolves discrepancies as needed. Processes corrections and runs appropriate reports.
- Using available accounting software, prepares summary information of cash on hand for investment decisions and for timely payments of recurring and long-term obligations. Transfers funds as required. Prepares monthly summary of expenditure information for various programs. Prepare monthly and quarterly retirement reports to the Finance Director and Retirement Board.
- Assists in preparing various financial analyses, including but not limited to investment analysis, debt service schedule and grant administration, for budget recommendations. Setup account budgets and perform increase and decrease maintenance as needed.
- Supports and periodically acts as the backup to the Payroll [Coordinator-Administrator](#) and Accounts Payable Clerk, to run general weekly payroll, bi-weekly accounts payable check runs, and other related transactions.
- Prepares monthly journal entries for several accounts, ~~such as~~ [including but not limited to](#), WIC, [CDBG](#), Police Contra and Emergency Management Accounts.
- [Review and process the monthly journal entry for the Town's Credit Card transactions in coordination with the Purchasing Officer for the Town.](#)
- Deposits Board of Education State and Federal checks on an as-needed basis [and record any necessary journal entries.](#)
- [Prepares journal entries to ensure transactions on the Town's Bank Account are accounted for in the Town's General Ledger.](#)
- [Reviews the balance sheets on a monthly basis to ensure all accounting adjustments are completed.](#)
- Prepares monthly reports and draw downs for CDBG – Community Based Block Grant Program.
- Screens telephone calls and inquiries, ascertains nature of business, refers to appropriate person.
- Record online credit card payments across multiple different platforms.
- Complete monthly tax department income reconciliation and journal entries.
- Prepare quarterly statements along with interest, contributions, and distributions calculations for Deferred Compensation and Pension.
- Prepare quarterly dog fund calculation and subsequent payment to the State of Connecticut.
- Assist in fiscal year end deliverables including yearly audit preparation and analysis for multiple funds.
- Assist in calendar year end deliverables including but not limited to 1099 reports and verifications.
- Supports the annual audit of the Towns accounts and works with external auditors to provide needed information for the annual audit and the annual Financial Statement Report. Delivery of the required information must be completed by the end of September of each fiscal year.
- Supports the Finance Director in preparing annual Employee Benefit reports to stay in compliance with the Affordable Care Act, ERISA, and IRS (5500) reporting.
- Prepare month-end and year-end activities.
- Communicate Finance deliverables verbally and in writing to employees and departments.
- Provide accounting support and training across departments.

- Maintains a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk. [maintains standard operating procedures for all areas of responsibility and standard journal entries for the position.](#)
- [Performs adjustments to Purchase Orders in the Town's Accounting system and identifies any requests for Purchase Order adjustments that may be out of compliance with the Town's Purchasing Ordinances and policies.](#)
- Perform other accounting and administrative tasks assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the principles and practices of bookkeeping, including accounts payable, accounts receivable, and [basic-basic to intermediate](#) accounting.
- [Considerable knowledge of the balance sheet and the associated accounting and the normal balance of debits and credits.](#)
- [Considerable knowledge of the accounting equation \(assets, liabilities and fund balance\) and understanding in the interpretation and intuition of and impact of journal entries.](#)
- [Demonstrates independent professional and accurate judgement in the administration of accounting entries and functions.](#)
- [Considerable knowledge of the interfund matrix and relationship of the Town's funds and the associated accounting necessary to properly record transactions. Requires logical reasoning to ensure appropriate follow-up and maintenance of each fund's respective balance sheet.](#)
- Considerable knowledge of spreadsheet software applications and word processing software applications.
- [Maintains professional judgement and conduct in an office environment.](#)
- Very good skill in using standard office machines including calculator and computer.
-
- Very good skill in mathematical computations.
- Considerable ability to establish and maintain effective working relationships with coworkers, associates, and the general public.
- Very good ability in oral and written communication.
- Very good ability to maintain detailed, [organized](#) and accurate financial records.
- Very good ability to handle a high volume of paperwork accurately and efficiently.

QUALIFICATIONS

A bachelor's degree in accounting or a closely related field, plus two years of responsible bookkeeping or accounting records keeping work (preferably in a government setting) involving the use of a computer or any combination of education and experience which provides a demonstrated ability to perform the duties of the position.

- CPA or CPA track a plus, but not required.
- Public accounting experience a plus, but not required.
- Strong technical tax skills and analytic capabilities.
- Demonstrated proficiency with Microsoft Products Suite including ease using Excel and manipulating workbook.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Computer, calculator, typewriter, copy machine and other standard office equipment, spreadsheet, and word processing applications software.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk and listen.
- Must be able to sit at a desk or stand and work continuously for extended periods of time and occasionally required to walk.
- Ability to use hands to finger, handle or feel objects, tools, or controls.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required for this job include close vision and the ability to adjust focus.
- Must be able to read and interpret government regulations as they pertain to tax collections and be able to effectively present information and respond to questions from management and the general public.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Must show willingness and flexibility for occasional overtime work to fulfill business needs.
- This position requires the ability to apply common sense understanding in carrying out instructions furnished in written or oral form and the ability to deal with problems including several concrete variables in standardized situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is conducted in typical office working conditions with virtually no disagreeable features. ~~The noise level in the work environment is not generally quiet.~~

GENERAL GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

EEO/AA Statement

- In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

740 Main Street
East Hartford, Connecticut 06108

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December 8, 2023

The Hon. Mayor Connor Martin
740 Main Street
East Hartford, CT 06108

Re: Payroll Coordinator, Finance

Dear Mr. Martin:

Please see the attached job description for the Payroll Coordinator, Finance, with the new title of Payroll Manager.

Our Chief Administrator Officer, Deputy Finance Director, and I have reviewed the job description and salary band from surrounding towns and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

POSITION DEFINITION:

The Payroll Manager is responsible for preparing and administering the Town of East Hartford Payroll System for all town personnel. Responsible for the setup and maintenance of employees in the Tyler Munis system, including activation and termination, maintenance of dates (birth, hire, service, permanent and permanent), salary tables, deductions, pay codes, special payments (severance), and pay type including check or direct deposits. Responsible for maintenance of Employee Master and the accuracy thereof. Responsible for accurate and timely payrolls to Town personnel, including vacation, sick, and other accrued leave payouts. Responsible for maintaining the employee database and detailed history. Responsible for administering leave accruals and timely set-up or deactivation of employees in the Novatime system.

GENERAL DUTIES:

- Performs role independently with limited supervisor(s) verbal or written direction.
- Plans and organizes work by federal and state laws, standard procedures, and general professional judgment
- Demonstrates mastery of the complex payroll and accounting system for the Town of East Hartford.
- Establishes priorities within work assignments.
- Works in tandem with the Department of Human Resources.
- Prepares employee payrolls by collective bargaining agreements for employees weekly, bi-weekly, and monthly. Prepares payrolls accurately and timely, including on-time payment of all town personnel with correct wage amounts and deductions.
- Maintains Munis and Novatime (where applicable) Employee module to ensure pay codes, deductions, salary tables, accruals, and other items are accurately set up and reflect collective bargaining agreement provisions.
- Ensures accurate transmittal of payments for payroll-related federal, state, FICA/Medicare, unemployment, 401a retirement contributions, 457b retirement contributions, Health Savings Accounts, Flexible Spending Accounts, credit union wages, and other payroll payments. Ensures the accurate posting of transactions to employee accounts with various vendors. Follows up in a timely manner for any errors or unreconciled differences.

ADDITIONAL DUTIES: .

- Prepares projections for retirement.
- Prepares all retirement/termination payouts. Including Drop Plan for Police and Fire
- Administrates worker's compensation payments and wage verification forms.
- Processes wage increase.
- Prepares and maintains account ledgers as needed.
- Regularly updates payroll to reflect individual or group changes.
- Assists in the implementation of new benefit plans. Administers changes in labor contracts, including salary increases, retro payments, and benefit changes. Assists in the preparation of W2s. Assists with budget to prepare salary budget projections / personal services.
- Responds to inquiries from employee organizations, state or federal officials, and representatives of insurance carriers.

SUPERVISED BY: Receives general supervision from the Director of Finance, Deputy Finance Director and Assistant Director of Finance

Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of his/her current classification, and (b) the change in his/her duties are so substantial that the position in question is of a different classification than his/her current classification. Therefore, I recommend that this position be referred to the Town Council for consideration of a pay grade change and title change.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

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TOWN OF EAST HARTFORD

TITLE: Payroll ~~Coordinator~~ Manager

GRADE: ~~10 1312~~

DEPARTMENT: Finance
December 1st 2023

DATE: July 1, ~~1987~~ 2023

POSITION DEFINITION:

The Payroll Administrator/Manager is responsible for the preparation and administration of the Town of East Hartford Payroll System for ~~ers a payroll system for all~~ town personnel. The typical job duties for this position include but are not limited to Responsible for the set up and maintenance of employees in the Tyler Munis system to include activation and termination, maintenance of dates (birth, hire, service, permanent and permanent), salary tables, deductions, pay codes, special payments (severance), pay type including check or direct deposits. Responsible for maintenance of Employee Master and the accuracy thereof. Responsible for accurate and timely payrolls to Town personnel, including vacation, sick and other accrued leave payouts. ~~level tables to include direct deposits, union benefits, deductions and dues, and other general deductions. Responsible for processing and validation of special payments such as severance, stock options, commissions, FLSA overtime.~~ Responsible for maintaining the employee database and detailed history. Responsible for ~~running~~ administering leave accruals and timely set-up or deactivation of employees in the Novatime system.

~~Responsible for country specific set up and maintenance based on role~~ Responsible for timely weekly payment of the payroll federal, state, FICA/Medicare, unemployment (quarterly), 401a retirement contributions, 457b retirement contributions, Health Savings Accounts, Flexible Spending Accounts, credit union wages, and other payroll payments. Responsible for accurate processing of Workers compensation related payments to ensure accurate W-2 statements. Responsible for preparing the Town's 941 quarterly Tax Return and calendar year end reporting requirements.

Administers Automated Clearing House banking activities, (Electronic Funds Transfers (EFT), rejects, recalls, stop payments) related to payroll.

Responds to inquiries from employees and external customers.

Responsible for processing manual payments for new hires, leave of absence time entry corrections, terminations, and more while ensuring federal, state and local taxes, pre and post-tax deductions, and wage assignments are properly withheld.

Assist employees with Workday self-service functions for direct deposit, retirement and tax election changes

Resolve timekeeping system access issues, prepare and validate time entry exception reports and process corrections as needed

Review daily maintenance and on-cycle payroll validation reports

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Prepare employee payroll historical information for outside agencies and internal management
Process voluntary deduction adjustments, and prepares related state and federal payroll information reports. Responsible for weekly input, earnings adjustments, classification changes, deductions reporting, general account distribution and all payroll related management systems reporting.

GENERAL DUTIES:

- Performs role independently with limited. Receives oral or written direction from supervisor(s).
- Plans and organizes work in accordance with federal and state laws, standard procedures and general professional judgement according to standard procedures.
- Demonstrates mastery of the complex payroll and accounting system for the Town of East Hartford.
- Establishes priorities within work assignment.
- Works in tandem with Department of Human Resources.
- Prepares employee payrolls in accordance with collective bargaining agreements for employees on a weekly, bi-weekly, and monthly basis. Prepares payrolls accurately and timely, including on-time payment of all town personnel with correct wage amounts and deductions.
- Maintains Munis and Novatime (where applicable) Employee module to ensure pay codes, deductions, salary tables, accruals, and other items are accurately set-up and reflect collective bargaining agreement provisions.
- Ensures accurate transmittal of payments for payroll related federal, state, FICA/Medicare, unemployment, 401a retirement contributions, 457b retirement contributions, Health Savings Accounts, Flexible Spending Accounts, credit union wages, and other payroll payments. Ensures the accurate posting of transactions to employee accounts with various vendors. Follows-up timely for any errors or unreconciled differences.
- Ensures payroll journal entries are recorded within the payroll week. Resolves issues in a timely manner.
- Maintains the employee database and detail history.
- Receives and reviews time sheets from units. Departments for accuracy and completeness. Ensures accurate posting to the general ledger organization and accounts.
- Performs journal entries at month end timely to record expenses in various grants and ensure accurate reporting to grantors.
- Performs calculating, posting, and verifying duties to obtain financial data for payroll deductions, including withholding taxes, social security, retirement, group ~~insurances~~ insurance, union dues, and other payments.
- Prepares and transmits payroll information for processing into an automated payroll system.
- Receives and reconciles payroll register.
- Receives payroll checks , reviews for accuracy-, and distributes to employees.
- Posts payments and prepares monthly and annual ~~payments vouchers for deductions to charitable, federal~~ payment vouchers for deductions to charitable, federal, and state governments, unions, and various carriers.

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- Prepares monthly, quarterly, and annual statistical and narrative reports for withholding taxes, social security, ~~payments payments~~, and town and state retirement programs.
 - Projects payroll and related benefit cost figures for budget-making, cost control, and planning ~~purposes~~.
 - Prepares regular statistical and narrative reports for the supervisor upon request.
 - Reports work accomplished to supervisor.
 - Prepares and process longevity, fire holiday and police holiday ~~payments~~.
 - Ensures all ~~Performance~~ personnel Action Forms are recorded, indexed and stored in the Munis and central file.;
 - Prepares analysis and journal entry for year-end payroll accrual.
 - Prepares the Town's 941 quarterly Tax Return and calendar year end reporting requirements.
-
- Respond to routine inquiries concerning payroll processing, deductions and earnings
 - Maintains Sick / Vacation time.
 - ~~Maintains 457s and 401a retirement processing.~~
 - Stays up-to-date with changes in tax regulations and labor laws.
 - Assists with policy development and enforcement.
 - Generates and analyzes payroll-related metrics and statistics.
 - Assists with year-end payroll reconciliation and reporting.
 - Performs fiscal year end / start tasks including Munis pay master, job pays, wage rates, overtime rates (incl Fire), differentials, deduction updates, vacation and sick leave changes, pension max to stop, health insurance updates, Directors deferred compensation changes, employer HSA / HDHP amounts.
-
- Respond to any unemployment ~~claims~~ payment issues.
 - Process and Administer Wage garnishments.
 - Maintain unemployment payments and reports.
 - Administrate Prepaid Vacation
 - File 1094C and 1095C filings for ACA
 - Maintains confidentiality of personnel matters.

ADDITIONAL DUTIES:

- ~~Prepares federal income tax checks and gross payroll and expense checks for Board of Education.~~
- ~~Process and Administrate Wage garnishments.~~
- ~~Maintain unemployment payments and reports.~~
- ~~Administrate Military Buy Backs~~
- ~~Administrate Prepaid Vacation~~
- ~~File 1094C and 1095C filings for ACA~~
- ~~Prepares projections for retirement.~~
- Prepares all retirement / termination payouts. Including Drop Plan for Police and Fire

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- ~~Completes workers compensation and wage verification forms. Administrates workers compensation payments and wage verification forms.~~
- Processes wage ~~attachments~~ increase.
- Prepares and maintains account ledgers as needed.
- Regularly updates payroll to reflect individual or group changes.
- Assists in the implementation of new benefit plans.
- ~~Administers changes in labor contracts including salary increases, retro payments, including salary increases, retro payments, and benefit changes.~~ assists in preparation of W2s.
- Assists with Budget to prepare salary budget projections / prepares personal services.
- Responds to inquiries from employee organizations, state or federal officials, and representatives of insurance carriers.

SUPERVISED BY:

Receives general supervision from the Director of Finance, Deputy Finance Director and Assistant Director of Finance.

QUALIFICATIONS PROFILE:

- The skills and knowledge required would generally be acquired with an Associate's Degree ~~In Business~~ in business Administration, Accounting, or some closely related field with three years of increasingly responsible office accounting or bookkeeping experience.
 - 5+ years of solid multi-state payroll and benefits rules, regulations and practices per IRS and basic accounting experience.
 - Must have strong Mathematical and Accounting aptitude.
- Relevant work experience in payroll administration, bookkeeping, or office accounting — may be substituted for college training on a year-for-year basis.
- Thorough knowledge of basic bookkeeping, payroll ~~and record keeping, and record-keeping~~ procedures.
- Ability to perform complex arithmetic computations.
- Ability to complete narrative and statistical reports.
- Ability to acquire basic knowledge of data processing applications.
- Ability to learn automated payroll system.
 - Ability to handle heavy workload on a daily basis
 - Must be deadline oriented with the ability to multi-task
 - Proficient/intermediate use of Microsoft Excel and Word
 - Knowledge of payroll processes including data entry, pay calculations, tax and benefits
- Ability to learn payroll provisions of Union Contracts
 - Strong work ethic and ability to work well in a team environment
 - Completion of

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LICENSE OR CERTIFICATE:

Certified Payroll Professional (CPP)-Optional

Not applicable-

EEO/AA Statement

~~In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal opportunity workplace.~~

EEO/AA Statement

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~~Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.~~

Responsibilities for payroll processor

~~Responsible for set up and maintenance of employee level tables to include direct deposit, union benefits/deductions and dues, expatriate hypo tax, and other general deductions such as auto use and computer loans, Responsible for processing and validation of special payments such as severance, stock options, commissions, FLSA overtime, Responsible for running leave accruals
Responsible for country specific set up and maintenance based on role
Responsible for Automated Clearing House banking activities, (Electronic Funds Transfers (EFT), rejects, recalls, stop payments)
Responds to inquiries from employees and external customers
Responsible for processing manual payments for new hires, leave of absence time entry corrections, terminations, and more while ensuring federal, state and local taxes, pre and post tax deductions, and wage assignments are properly withheld~~

Payroll Coordinator, Finance

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~~Assist employees with Workday self-service functions for direct deposit and tax election changes~~

~~Resolve timekeeping system access issues, prepare and validate time entry exception reports and process corrections as needed~~

~~Review daily maintenance and on-cycle payroll validation reports~~

~~Prepare employee payroll historical information for outside agencies and internal management~~

~~Process voluntary deduction adjustments~~

~~Prepare and/or update the various changes for the employee pay affecting payroll (contract modifications, personal details,) on a monthly basis according to company policy and proper approval level~~

~~Prepare the monthly payroll for approval~~

~~Prepare and submit tax and third party payments~~

~~Provide information to the Business for month end journals and internal reporting~~

~~Accurately process payroll for all employees including timesheet verification, tax setup and garnishments~~

~~Process employee changes including new hires, reviews, status changes, transfers and terminations~~

~~Support offices and field management with requests regarding financial or personal needs~~

~~Field requests from field, operations, and home office departments for data housed in Ultipro~~

~~Record and track 90 day and annual reviews~~

~~Track vacation for both hourly and salary employees~~

Qualifications for payroll processor

~~Must have strong Mathematical and Accounting aptitude~~

~~Ability to handle heavy workload on a daily basis~~

~~Must be deadline oriented with the ability to multi-task~~

~~Human Resources experience and/or Human Resources degree/coursework~~

~~5+ years of payroll experience in processing payroll, data entry, taxes (multi-state), garnishments, and year-end processing~~

~~Education — 4 years college degree or 10 years' experience and some college course work~~

~~Associates degree or comparable knowledge in payroll-related field~~

~~3+ years payroll processing experience with automated systems, (ADP, Ceridian, Paychecks, Pro Business,) including report writing tools~~

~~Strong work ethic and ability to work well in a team environment~~

~~Accounting/Finance/Business Degree or related discipline is a must~~

~~Good knowledge of French is preferred~~

~~Advanced competency with Excel and Microsoft Office~~

~~Data entry and audit of employee pay data, direct deposit, W4, general deduction, additional pay entry~~

~~PeopleSoft Employee Pay Data processes, including general deductions, employee taxes and tax distribution and additional pay processing, Paysheet Entry and Reporting / Query tools~~

~~Proficient use of Microsoft Excel and Word~~

Payroll Coordinator, Finance

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Knowledge of payroll processes including data entry, pay calculations, tax and benefits
Working knowledge of Union Contracts
Experience in processing Payroll using Oracle PeopleSoft System

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